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Minutes

Council on Academic Affairs

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12-11-2003

# December 11, 2003

Council on Academic Affairs

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## **Agenda for the December 11, 2003 CAA Meeting**

**Items approved:** 03-95, ENG 3706, American Regional Literature (New Course)  
03-96, CHM 3100, Practicum in Chemistry (Revised Course)

**Items Pending:** 03-97, ENG 4761, Creative Nonfiction Writing (New Course)

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### **Council on Academic Affairs Minutes**

*December 11, 2003*

The December 11, 2003 meeting of the Council on Academic Affairs was held at 2:03 p.m. in Booth Library Conference Room 4440.

**Members present:** Dr. Bock, Ms. Dilworth, Dr. Fewell, Ms. Hall, Dr. Helsel, Dr. Methven, Dr. Reid, Ms. Samuels, Ms. Sterling, Ms. Sartore, and Dr. Tidwell.

**Staff present:** Dr. Herrington-Perry, Dr. Lord, and Ms. Fopay.

**Guests present:** Mr. Bruens, Speech Communication; Ms. Cole, Speech Communication; Mr. Fultz, Speech Communication; Mr. Hall, Speech Communication; Dr. Klarup, Chemistry; Mr. Kolsto, Speech Communication; Mr. Lesh, Speech Communication; Ms. O'Brien, Speech Communication; Ms. Peryam, *Daily Eastern News*; Mr. Pollett, Speech Communication; Dr. Vietto, English; and Ms. Zuber; Records Office.

#### **I. Minutes**

The minutes of December 4, 2003 were approved as written.

#### **II. Communications:**

1. Academic Waiver Reports for October 2003 from the Lumpkin College of Business & Applied Sciences and the College of Education and Professional Studies.  
*Dr. Reid was curious why waiver 03-140 listed on the LCBAS Waiver Report had been denied. Dr. Methven will contact Dean Hoadley, LCBAS, to get additional information regarding the waiver.*

2. Academic Waiver Reports for November 2003 from the Lumpkin College of Business and Applied Sciences, College of Education & Professional Studies, and College of Sciences.

3. November 12, 2003 email from Associate Dean Lynch, CAH and December 5, 2003 email from Dr. Borzi, Chair, Speech Communication, requesting executive action, effective Spring 2004, to limit the hours of internship for SPC 4275, the practicum for SPC 4375, and independent study for SPC 4000; revise the course description for SPC 3920; change the calculation of the major GPA and prohibitions against using SPC 1310G and 1390G as electives in the Speech Communication major; and modify the electives in the Minor in Speech Communication in reference to SPC 1310G and 1390G.  
*Dr. Bock mentioned that he would try to answer any questions that the Council members might have regarding the executive action requests since Dr. Borzi, Chair of the Speech Communication department, was unable to attend the meeting.*

*Dr. Methven brought to the Council's attention that program changes, according to the CAA policy, can only become effective during a fall term; therefore, these Speech Communication executive action items must become effective Fall 2004 rather than Spring 2004.*

*Next, Dr. Methven questioned the course descriptions for SPC 3920, 4000, 4275, and 4375. He distributed a handout showing the Speech Communication course descriptions taken from the online undergraduate catalog. He noted, in addition to the requested changes, that the course descriptions in the executive action requests differed from the catalog descriptions. Dr. Bock agreed to contact Dr. Borzi to determine which course descriptions should be used.*

*Following a discussion of these items, the council members agreed to approve the following executive action requests, effective Fall 2004.*

- 1. Changes to the calculation of the major GPA and prohibitions against using SPC 1310G and 1390G as electives in the Speech Communication major.*
  - 2. Changes to the electives in the Speech Communication minor in reference to SPC 1310G and 1390G.*
4. November 24, 2003 memorandum from Dean Hoadley, LCBAS requesting executive action, effective Fall 2004, to revise the School of Business criteria, modify the School of Business policy on grading, and remove the writing intensive designation from MAR 3720.

*Dr. Methven voiced his concerns regarding the variation between the college waiver reports and executive action requests that have been submitted to the council. He felt that there should be one standard format for all of the colleges to use. Also, he indicated that he felt rationales should be included on all executive action requests. The Council members agreed. Dr. Methven asked the Council members for their input on how to handle this situation. Dr. Herrington-Perry indicated that Ms. Fopay had agreed to create a draft of a standardized, online form to be submitted to the Council early next semester.*

### III. Committee Reports

None.

### IV. Items to be Added to the Agenda:

1. 03-97, ENG 4761, Creative Nonfiction Writing (New Course)

Dr. Helsel moved and Dr. Bock seconded the motion to add this item to the agenda.

### V. Items Acted Upon.

#### 1. 03-95, ENG 3706, American Regional Literature (New Course)

Dr. Vietto presented the proposal and answered questions of the council. The motion passed unanimously.

The proposal was approved, effective Fall 2004.

**ENG 3706. American Regional Literature. (3-0-3) F or S. AM REGIONAL LIT.** A course focusing on literature produced within specific geographical regions, regional schools, or regional traditions of the United States. Topics may include Southern literature, the Plains, the Northwest, Southwest humorists, New York City writers, or Illinois writers. Group 6. Prerequisites: English 1001G and 1002G or equivalent. WI

#### 2. 03-96, CHM 3100, Practicum in Chemistry (Revised Course)

Dr. Klarup presented the proposal and answered questions of the council. It was agreed that the prerequisite should be slightly revised for clarification. The motion passed unanimously.

The proposal, with the following revision, was approved, effective Fall 2004.

**CHM 3100. Practicum in Chemistry. (1- ARR- 1) F. Pract in Chem.** Formal introduction to chemical safety and practical experiences in preparing and handling chemical materials, managing a chemical stockroom and assisting in a chemistry laboratory course. Prerequisite: CHM 2730 with a grade of C or better. **Students should complete CHM 3100** ~~Should be completed~~ prior to student teaching. Enrollment is restricted to students in the Science with Teacher Certification program.

The meeting adjourned at 3:25 p.m.

--Minutes prepared by Janet Fopay, Recording Secretary

The current agenda and all CAA council minutes are available on the web at <http://www.eiu.edu/~eiucaa/>. In addition, an electronic course library is available at <http://www.edu.edu/~eiucaa/elibrary/>.

\*\*\*\*\* ANNOUNCEMENT OF NEXT MEETING \*\*\*\*\*  
Thursday, January 15, 2004  
Conference Room 4440 - Booth Library @ 2:00 p.m.

#### Agenda

1. 03-97, ENG 4761, Creative Nonfiction Writing (New Course)

#### Approved Executive Actions:

None at this time.

#### Pending Executive Actions:

CAH

**Effective Spring 2004**

1. Change the calculation of the major GPA and prohibitions against using SPC 1310G and 1390G as electives in the Speech Communication major. Changes apply to all options and concentrations in the department.

#### SPEECH COMMUNICATION (B.A.)

##### Major

The Department of Speech Communication is a community of students and faculty interested in exploring the complex and dynamic nature of communication in multiple contexts. Students develop critical thinking skills, a sense of social and ethical responsibility, the ability to develop effective message strategies, and the ability to successfully live within complex social environments.

Graduation from the program requires a grade of C or better in each of the department's four core classes (SPC 2010, 2020, 2030, 2040) and submission of a student portfolio. **The major GPA is calculated on all courses listed as appropriate for meeting major requirements. SPC1310G, SPC1390G or any transferable equivalent cannot be used as an elective in the Major.**

2. Revise the Speech Communication Minor electives.

#### Minor in Speech Communication

This minor provides students with a way to enhance their educational experience by participating in a program of study that provides a well-rounded approach to understanding the role of communication in society and how to engage in effective communicate strategies in multiple social contexts.

Department Core: SPC 2010, 2020, 2030, 2040 .....	12 hrs
Electives <sup>1</sup> (selected in consultation with an advisor, 9 hours must be upper division) .....	12 hrs
TOTAL .....	24 hrs

**<sup>1</sup>SPC1310G, SPC1390G or any transferable equivalent cannot be used as an elective in the Minor.**

**BAS****Effective Fall 2004**

1. Revise School of Business application criteria by deleting the following criterion: "A student cannot be enrolled in any 3000-level business courses at the time of application to the School of Business."

**Catalog Copy****Application Criteria**

To apply for admission to upper-division standing in the School of Business, a student must:

1. Be admitted to EIU;
2. Submit an application to the School of Business prior to the first day of classes for the semester of desired admission;
3. Have earned a cumulative GPA of at least 2.50 (2.75 for students applying to the accounting program) and have all transcripts on file at the time of application;
4. Have completed at least 60 semester hours by the end of the semester in which the student makes application;
5. Have completed (with a grade of C or better in each), or be enrolled in, the following four tool courses or acceptable equivalent at a transfer institution:
  - MAT 2120G Finite Mathematics
  - BUS 1950 Computer Concepts and Applications for Business
  - BUS 2102 Managerial Accounting
  - BUS 2810 Business Statistics I
6. Be in good academic standing; and
7. Be classified as pre-business.

Students intending to major in accounting are subject to additional admission requirements as detailed on p. 72.

~~A student cannot be enrolled in any 3000-level business courses at the time of application to the School of Business.~~

2. Modify the School of Business policy on grading.

**Old policy:** Students may receive a grade in an upper division business course a maximum of two times. After a grade has been received in an upper division class at EIU, the School of Business will not accept subsequent transfer of an equivalent course from another school.

**New policy:** Students may receive a grade in an upper-division business course a maximum of two times. After a grade has been received in an upper division class at EIU, the School of Business will not accept subsequent transfer of an equivalent course from another school unless the School of Business has given prior written approval to enroll in the specific course at the specific university, which must be AACSB-I accredited

**Catalog Copy:****School of Business General Policies**

1. Students pursuing a degree other than the B.S. in Business cannot count more than 30 semester hours of business subjects toward fulfillment of their bachelor's degree requirements
2. Business majors must complete at least 50% of the semester hours required for graduation in non-business courses.
3. To qualify for the B.S. in Business degree from EIU, students must take at least 50% of their business credit hours at EIU.
4. Students may receive a grade in an upper-division business course a maximum of two times. After a grade has been received in an upper division class at EIU, the School of Business will not accept subsequent

transfer of an equivalent course from another school unless the School of Business has given prior written approval to enroll in the specific course at the specific university, which must be AACSB-I accredited

5. Upper-division business students who are academically dismissed from EIU are reclassified as pre-business. Once readmitted to the university, the student must reapply to the School of Business and meet all application and admission criteria before being allowed to take upper-division business courses.
  6. Students desiring double majors in the School of Business must complete the major course requirements for both majors with a combined minimum of 42 semester hours exclusive of courses in the business core.
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3. Remove the "Writing Intensive" designation from MAR 3720, Consumer Behavior.